

FROM: Maintenance Dept

TO: Executive Director

RE: Borehole cover, sandpapers, rings welding
Truck hiring and casual labour

I am requesting for the following things:

- a) - One bag OPC cement for borehole concrete cover K4,700
- b) - Sandpapers for rubbing down of containers at the backyard ready to be painted K1,500
- c) - Welding of rings for childrens games K1,500
- d) - Casual labour to flatten and clearing the backyard K10,000
- e) - Hiring of a truck K20,000

Agreed
just
24/8/2012

MKwote
Maintenance Officer
24/08/12

(c)